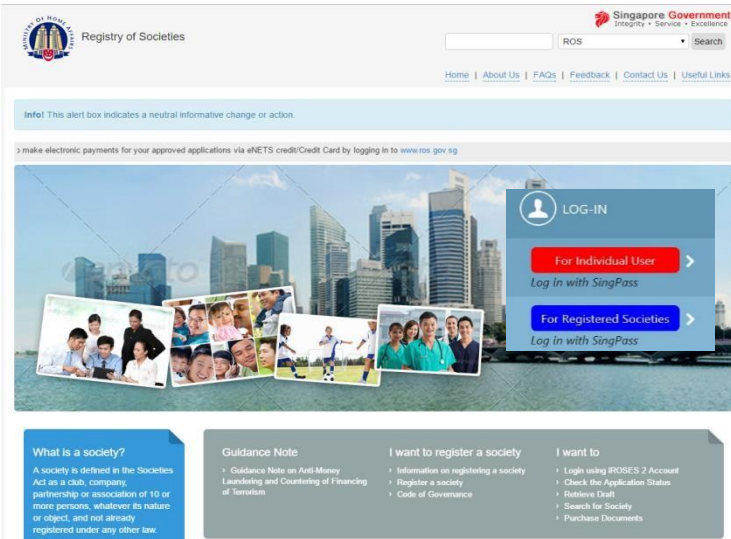

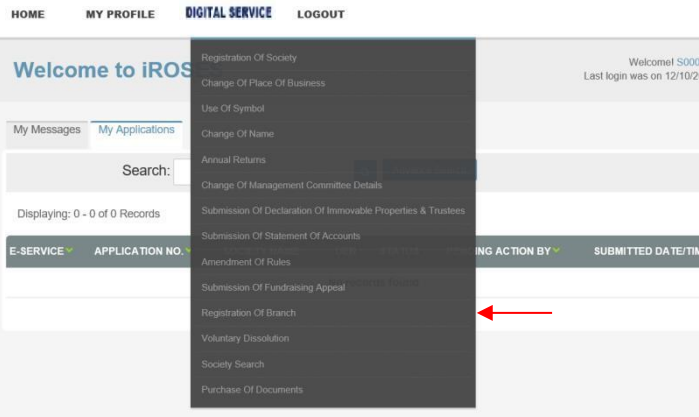
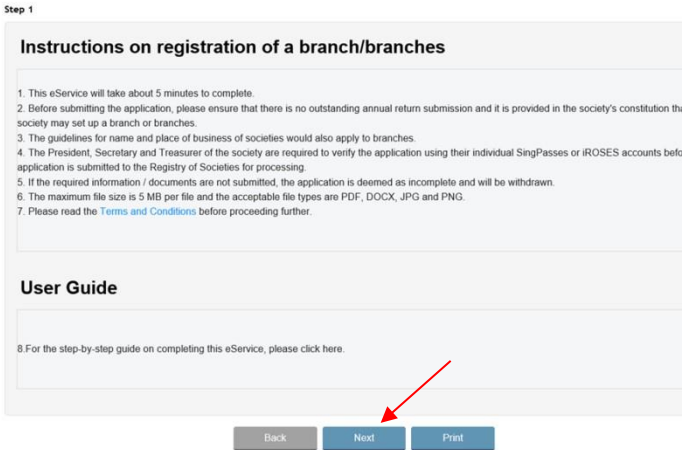
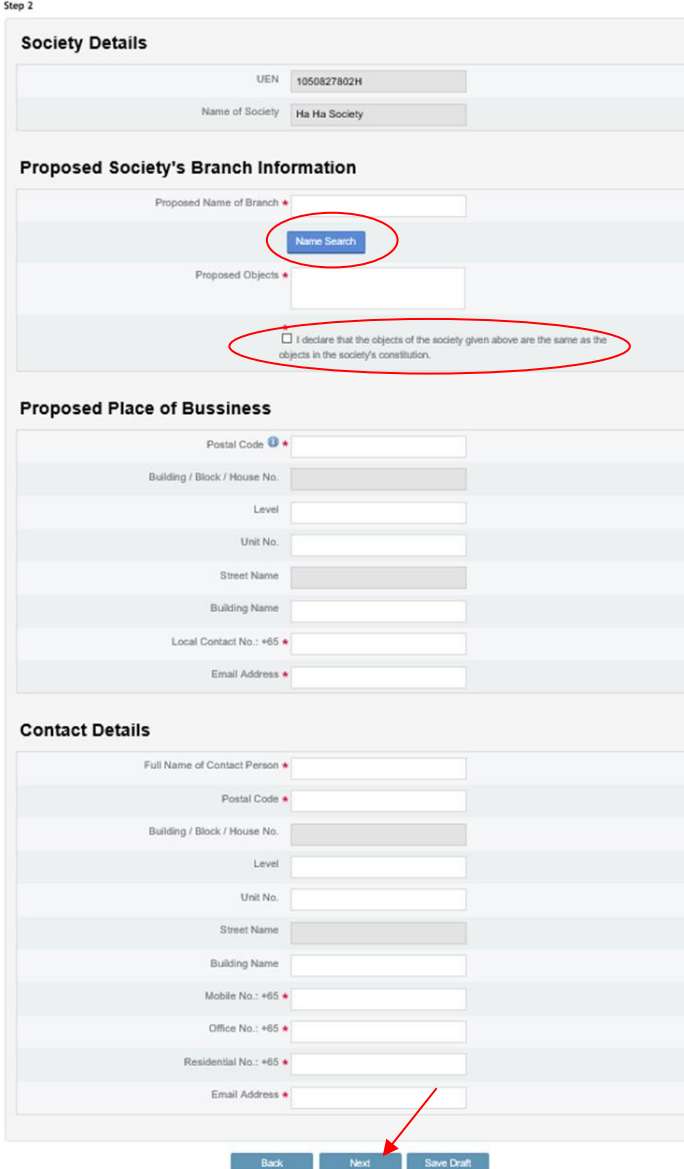
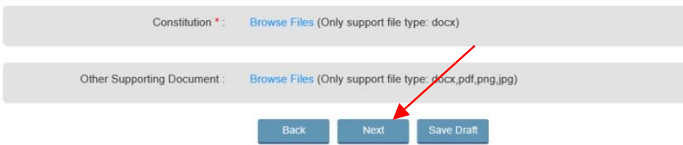
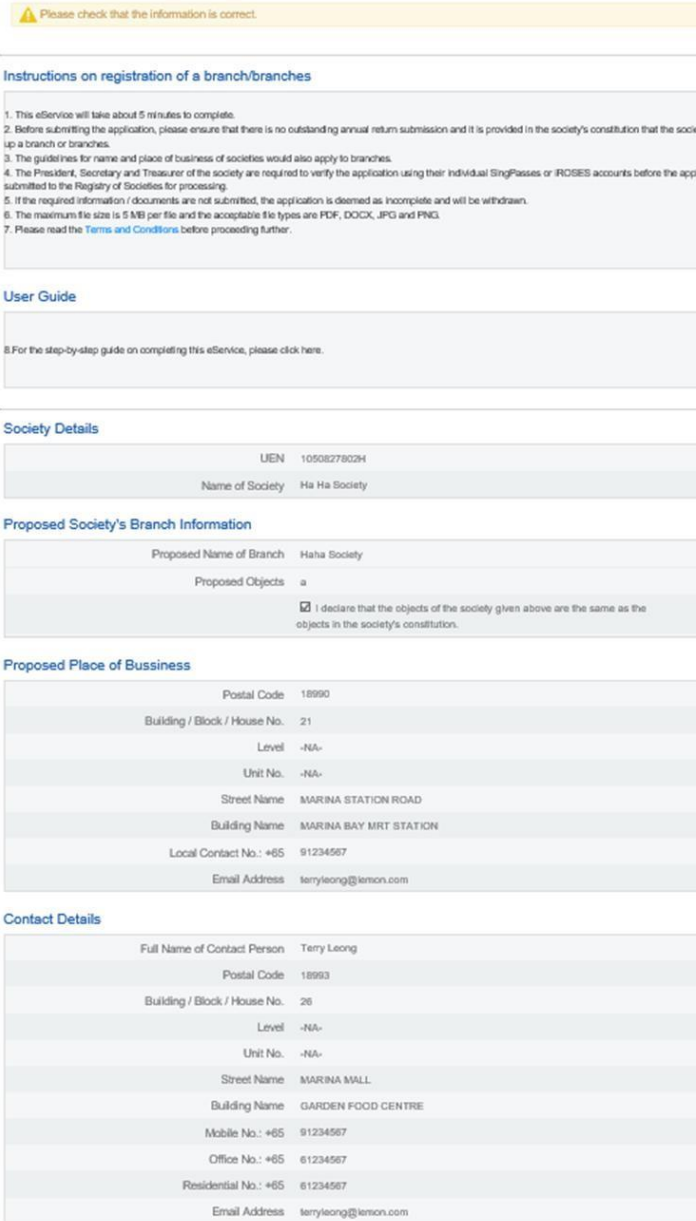
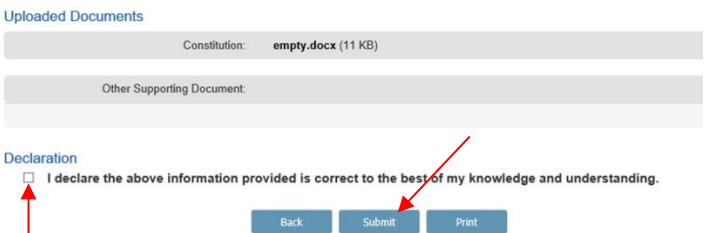
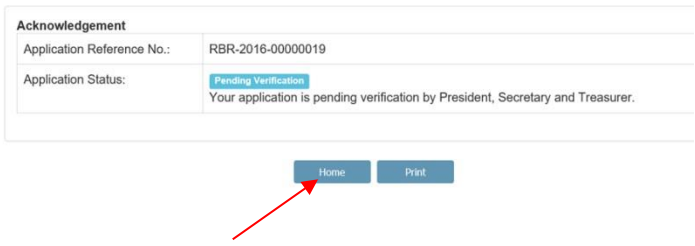


Guide to Application for Registration of Branch

SN	Step	Illustration
1.	Go to Registry of Societies website: https://www.ros.mha.gov.sg	
2.	Log in to the system via Singpass account by selecting “ For Registered Societies ”.	 <p>*Individual User login is for registration of society and verification of applications created via individual Singpass accounts.</p>
3.	Go to “ Digital Service ” and click on “ Registration of Branch ”.	

SN	Step	Illustration
4.	<ul style="list-style-type: none"> Read the instructions on “Registration of Branch” and terms and conditions. Click “Next” to go to Step 2. 	<p>Step 1</p>  <p>Instructions on registration of a branch/branches</p> <ol style="list-style-type: none"> 1. This eService will take about 5 minutes to complete. 2. Before submitting the application, please ensure that there is no outstanding annual return submission and it is provided in the society's constitution the society may set up a branch or branches. 3. The guidelines for name and place of business of societies would also apply to branches. 4. The President, Secretary and Treasurer of the society are required to verify the application using their individual SingPasses or iROSES accounts before application is submitted to the Registry of Societies for processing. 5. If the required information / documents are not submitted, the application is deemed as incomplete and will be withdrawn. 6. The maximum file size is 5 MB per file and the acceptable file types are PDF, DOCX, JPG and PNG. 7. Please read the Terms and Conditions before proceeding further. <p>User Guide</p> <p>8 For the step-by-step guide on completing this eService, please click here.</p> <p>Back Next Print</p>
5.	<ul style="list-style-type: none"> Complete the sections on “Society Details”, “Proposed Society’s Branch Information”, “Proposed Place of Business” and “Contact Details”. Click on “Name Search” and check if the “Proposed Name of Branch” is available. Click the “Declaration Box” before proceeding. Click “Next” to proceed to upload documents. 	<p>Step 2</p>  <p>Society Details</p> <p>UEN 1050827802H</p> <p>Name of Society Ha Ha Society</p> <p>Proposed Society’s Branch Information</p> <p>Proposed Name of Branch *</p> <p>Name Search</p> <p>Proposed Objects *</p> <p><input type="checkbox"/> I declare that the objects of the society given above are the same as the objects in the society's constitution.</p> <p>Proposed Place of Business</p> <p>Postal Code ⓘ *</p> <p>Building / Block / House No. *</p> <p>Level *</p> <p>Unit No. *</p> <p>Street Name *</p> <p>Building Name *</p> <p>Local Contact No.: +65 *</p> <p>Email Address *</p> <p>Contact Details</p> <p>Full Name of Contact Person *</p> <p>Postal Code *</p> <p>Building / Block / House No. *</p> <p>Level *</p> <p>Unit No. *</p> <p>Street Name *</p> <p>Building Name *</p> <p>Mobile No.: +65 *</p> <p>Office No.: +65 *</p> <p>Residential No.: +65 *</p> <p>Email Address *</p> <p>Back Next Save Draft</p>

SN	Step	Illustration
6.	<ul style="list-style-type: none"> Attach the relevant supporting documents where applicable. Click “Next” to go to the “Confirmation Page”. 	
7.	<ul style="list-style-type: none"> Under the “Confirmation Page”, confirm that your application details and documents are captured correctly. 	
8.	<ul style="list-style-type: none"> Click on the “Declaration Box” if all information is in order. Click on “Submit” to submit the application for verification. 	

SN	Step	Illustration
9.	<ul style="list-style-type: none"> The President, Secretary and Treasurer would receive an email requesting them to verify the application. The application status is reflected in the "Acknowledgement Page" after verification. To check on the application status, please use the "Home" tab. 	 <p>The screenshot displays the 'Acknowledgement' section of a web application. It contains the following information:</p> <ul style="list-style-type: none"> Acknowledgement (Section Header) Application Reference No.: RBR-2016-00000019 Application Status: Pending Verification (highlighted in blue) Message: Your application is pending verification by President, Secretary and Treasurer. <p>At the bottom of the page, there are two buttons: 'Home' and 'Print'. A red arrow points to the 'Home' button, indicating the next step for the user.</p>